



COVID-19 Safety Plan

Date 16 July 2021

Version 10

WHS Representative:
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Amendments

Version	Date of issue	Amendments
10th	16 July 2021	<ul style="list-style-type: none">– Section 2, monthly (not fortnightly) completion of checklist– Section 5, collection of Contact Details updated.– Section 6, travel restrictions.– Section 7, face masks stockpile in case of a regional and state-wide lockdown planning added.– Section 10, camp accommodation.– Section 11, sport event management.– Section 12, major school event management.– Section 16 and Appendix B, applies to unvaccinated vulnerable staff– Appendix A, workplace checklist streamlined.

Summary

- Each CET workplace must implement CET's COVID-19 Safety Plan (this document).
- The CET Workplace COVID Safe Checklist must be completed on a monthly basis.
- Schools are able to undertake such activities that are necessary for the normal business of a school.
- Schools are not subject to any limit, apart from building occupancy limits, regarding the number of students who may gather to engage in a normal school activity.
- Atypical school activities involving visitors such as a school fair are required to be managed under the government's A Framework for COVID-19 Safe Events and Activities in Tasmania.
- All adults including staff must use the Check In Tas App in-conjunction with a school QR code when they enter a school building per school visit.
- Strive to ensure staff and parents / carers maintain 1.5m separation where practicable.
- Deploy signage to encourage appropriate COVID safe behaviour by adults.
- No interstate student travel.
- Interstate staff business travel requires TCEO approval.
- Daily cleaning of surfaces touched at high frequency by both staff and students.
- Ensure adequate supplies and distribution of hand sanitiser.
- Promote personal hygiene and cough and sneeze etiquette.
- Staff and students to stay home if they are unwell with a respiratory illness.

1. Introduction

The Tasmanian Government has introduced a COVID-19 Safe Workplaces Framework which sets out COVID-19 management requirements for workplaces.

Furthermore, Public Health Direction – Workplace COVID Plan No. 2 issued 18 December 2020 requires CET to implement the measures set out in the Direction including the documentation of those measures in a COVID-19 safety plan.

Hence, the purpose of this COVID-19 Safety Plan is twofold:

- To support adequate COVID-19 risk mitigation in CET workplaces.
- To assist CET staff to comply with the requirements of the COVID-19 Safe Workplaces Framework.

Each CET workplace must implement CET's COVID-19 Safety Plan and the associated Workplace COVID Safe Checklist (Appendix A or online version accessible via CETKP) must be completed on a monthly basis.

2. Responsibility

Responsibility for the implementation of this plan and monthly utilisation of CET's Workplace COVID Safe Checklist (Appendix A / CETKP) primarily lies with the relevant CET workplace manager e.g. principal, supported by their designated workplace WHS officer.

3. Compliance

The requirements set out in this plan have been drawn from the following regulatory instruments:

- Public Health Direction Management of Premises No. 13, 14 May 2021
- Public Health Direction Contact Tracing No. 7, effective 31 July 2021
- Public Health Direction Workplace COVID Plan No. 2, 18 December 2020
- Public Health Direction Isolation No. 4, 14 January 2021
- Public Health Direction Quarantine No. 4, 18 February 2021
- Public Health Direction Mass Gatherings No. 4 29 April 2021
- Tasmanian Government's A Framework for COVID-19 Safe Events and Activities in Tasmania
- WorkSafe Tasmania – COVID-19 Safe Workplaces Framework
- WorkSafe Tasmania – COVID Safe Workplace Guidelines School Education Industry

4. Risk assessment

The risks associated with COVID-19 that are pertinent to CET include:

- Student transmission.
- Adult transmission.
- Impact of infection on people.
- Impact of community transmission on a school.

Students

Australian Health Protection Principal Committee (AHPPC) advice published on 3 February 2021 regarding the level of COVID-19 risk in schools - *With COVID Safe plans and principles in place and health systems ready to quickly identify and respond to cases, schools remain safe places.*

Students and staff at risk should feel reassured to work and learn onsite and enjoy the benefits of doing so.

This understanding is reflected in Public Health Direction Management of Premises No. 13 of 14 May 2021 which permits a school to undertake such activities that are necessary for the normal business of the school. Furthermore, schools are not subject to any limit regarding the number of students who may gather to engage in a normal school activity.

Staff

AHPPC advises that adults in the school environment should practice room density measures, where practicable, (such as in staff rooms) given the greater risk of transmission between adults.

Vulnerable people

The Australian Government's Department of Health advises that there is a higher risk of serious illness for some people if they are infected with the virus.

For further details regarding vulnerable people see Section 16.

Community transmission

With zero active cases in Tasmania the risk of community transmission of COVID-19 is extremely low. Nevertheless, this level of risk could change very quickly given interstate travel and the highly contagious nature of COVID-19.

Hence, CET staff need to remain vigilant to the possibility of an infected person within a school community and the attendant ramifications.

5. Collection of contact details

Schools are required to facilitate the collection of visitor e.g. parents and contractors, contact details using a site specific QR code in-conjunction with visitor use of the Check In Tas app.

- Any adult (including staff) entering a school building must use the Check In Tas app per visit. Note: staff will only need to check in on their first entry to the school for the day
- Check in app use is not a substitute for a school's normal sign in arrangements, it is an addition. For example, a parent help volunteer would need to check in and sign in whereas a parent coming to the office to sign out a child for a doctor's appointment would only need to check in.
- Students when they are at school or on a school excursion are exempt from the check in requirement
- Parents when dropping off or collecting a child from childcare / school and who do not enter a school building are exempt from the check in requirement.
- Applies to those visitors who have attained the age of 16 years.
- The school must have a location specific QR code which is compatible with the Check in Tas app.
- The QR code must be displayed in prominent locations accessible to visitors.
- Applies to non-school events held on school grounds / premises that require an event COVID safety plan. Note, event QR code screening locations are to be supervised to ensure scanning of the QR code by visitors.
- For those visitors that do not have a phone or the Check in Tas app, the school must provide an electronic means of accessing the Check in Tas app.
- The school must refuse entry to those unwilling to provide the required information.

- Contact details are not to be recorded using pen and paper except when there is no internet coverage and hence the Check in Tas app cannot be used.

6. Travel

Staff interstate business travel

Interstate staff travel for business purposes is not permitted unless following criteria can be met:

- Travel costs e.g. conference registration, airfare and accommodation cancellations (or postponements), can be refunded in full in the case of a Covid-19 outbreak.
- The travel itinerary does not include local government areas with active community transmission or which have been declared high risk areas current at the time of travel or who have declared high risk premises within their boundaries current at the time of travel.
- Approving workplace managers understand that any quarantine requirements upon return will be at workplace expense.
- Executive Director permission is sought in a timely manner

Prior to and during business travel, staff are expected to stay up to date with the COVID-19 status of areas they intend to travel to / are currently visiting.

CET acknowledges the possibility of a staff member unintentionally visiting a declared medium or high-risk area / premises whilst travelling due to the issue of a declaration by a public health authority whilst the staff member is in the medium or high-risk area / premises or the subsequent retrospective declaration of medium / high risk status for the area / premises.

If a member of staff travelling interstate happens to go to a medium or high-risk area / premises then they will have to quarantine for 14 days on return to Tasmania.

Staff who have unintentionally visited a medium or high-risk area / premises and subsequently are required to quarantine due to a directive issued by a public health authority and not able to 'work from home' will continue to be paid their normal salary including regular allowances.

Staff who disregard their approved business travel itinerary and enter a medium or high-risk area / premises will be subject to disciplinary processes.

Staff private interstate travel

Staff who undertake private interstate travel and whilst travelling visit an area whose COVID-19 risk status requires them to quarantine upon return to Tasmania, irrespective of such a status being imposed during the period of travel or associated quarantine requirements being applicable post travel, will need to use LSL, AL (where applicable) or LWOP whilst in quarantine if working from home is not congruent with operational requirements.

Personal leave cannot be accessed to cover time spent in quarantine unless the staff member also has a medical condition substantiated by a medical certificate.

CET student interstate travel

With respect to holiday travel by students or their families, Principals are advised to note the following:

- Students and their families will be subject to public health quarantine requirements should they visit a medium or high-risk area / premises whilst travelling interstate.
- Where a student or a member of their immediate household has been required by a public health authority to be tested for COVID-19 due to having travelled to a medium or high-risk

area / premises then that person must not attend any CET premises until their COVID-19 status has been confirmed as negative.

- Other members of the household provided they are not subject to quarantine requirements due to, for example, not having travelled, can continue to enter CET premises whilst analysis of the test and provision of the COVID-19 status is occurring.
- Should the person required to be tested return a positive result then all members of the household must not enter a CET school or CET premises until the member of the household with the COVID-19 infection has been informed by the public health authority it is safe for that person to return to their usual activities, and other members of the household have been cleared by the public health authority.

7. Regional or state-wide lockdown planning

Public Health have in place plans for the application of a short, sharp lockdown to act as a circuit breaker on transmission and to support contact tracing should COVID-19 transmission be detected in the community.

Such a lockdown may be applied to a regional area only and possibly be accompanied by restrictions placed on the movement of people into and out of the area in lockdown.

The requirements for schools within a lockdown area are as follows:

- K-10 schools are defined as essential, and they will be open for children who need to go to them.
- Year 11-12 students will transition to learning at home.
- Face masks (disposable masks or re-useable cloth masks) will be required to be worn by staff and those students aged 12 years and older when attending a CET school. Primary school students including those aged 12 attending a CET primary school are exempt from the face mask requirement.
- All other requirements outlined in this plan will continue to apply.

Schools are encouraged to establish a backup stockpile of face masks - 1 per student.

When a student presents at a school without a face mask during a lockdown they should be furnished with a mask, so they can come into the school.

Staff will be expected to supply their own face mask as the lockdown provisions are community wide, not work-specific.

8. COVID-19 testing, quarantine and self-isolation

Staff must advise their Principal or relevant CET Director as soon as it is practical that a Public Health authority has directed them to undergo COVID-19 testing or to self-isolate.

Similarly, staff must advise their Principal or relevant CET Director as soon as it is practical of their COVID-19 status upon receipt of test results or the 14-day self-isolation period has expired without the person showing any symptoms of COVID-19 infection.

Where a member of the immediate household of a member of staff or student has been referred for a COVID-19 test by a GP or Public Health, that member of staff or student does not need to self-isolate unless the person who is tested returns a positive result.

Where a member of staff or student, who does not have COVID-19 symptoms or is not in quarantine, has been referred for a COVID-19 test by Public Health, then that member of staff or

student can still attend their school or any other CET premises until they have received their result.

Should the person who has been tested return a positive result then all members of the household must not enter a CET school or CET premises until the member of the household with the COVID-19 infection has been informed by Public Health it is safe for that person to return to their usual activities, and other members of the household have completed their 14-day self-isolation period without developing COVID-19 symptoms or have been cleared by Public Health.

Should any member of staff or a student or any member of their immediate household be diagnosed as being infected with COVID-19 then all members of the household including the member(s) of staff or student(s) must not enter a CET school or CET premises until:

- a. The person(s) required to undertake screening or testing has been informed by public health authorities it is safe for that person(s) to return to their usual activities.
- b. Other members of the household have completed their 14-day self-isolation period without developing COVID-19 symptoms or have been cleared by public health authorities.

9. Colds, flu and hay fever

Staff and students should not attend school if they feel unwell with cold or flu-like symptoms including:

- fever
- runny nose
- cough, sore/itchy throat or
- shortness of breath

Staff and students should stay home and phone their GP or the Public Health Hotline on 1800 671 738 for a referral to be tested for COVID-19.

For further information regarding COVID-19 / flu / cold symptoms see Appendix C.

Hay fever can produce symptoms similar to those of a cold or flu:

- runny, itchy or blocked nose
- sneezing
- itchy, sore and watery eyes
- a cough.

Staff and students experiencing hay fever symptoms, even mild symptoms, should get tested for COVID-19. They should also stay home and not attend school while they wait for their test results.

Staff and students can return to school if they have had a test for COVID-19 while they had symptoms and the result was negative,

10.Camps

Public Health has issued the following requirements regarding school camps:

- The 2m² rule within premises including dormitories.
- COVID Safe behaviours such as hand hygiene, cough etiquette and social distancing should be encouraged
- A camp COVID safety plan is developed and implemented.
- A person is appointed as the person to be contacted in respect of the camp.

- Students and staff should be advised not to attend if they have symptoms and a protocol developed for a student who develops symptoms while on camp (i.e. access testing).
- A register of all attendees should be kept and provided to Public Health where requested.
- Contingency plans considered if a camp needs to be cancelled both before or during the camp due to a change in restrictions imposed in the state.
- The camp, and the premises where the camp is held, complies with each obligation, requirement, restriction or condition that applies to the gathering or premises under a direction made under the Public Health Act.

11. Sport

Sports carnivals and inter school competition are permissible as guided by the Australian Institute of Sport Framework for Rebooting Sport.

Under the Public Health Direction Management of Premises No 13 of 14 May 2021 schools / school activities with only staff and students in attendance are exempt from gathering limits.

Under the Public Health Direction Mass Gatherings No 4 of 19 April 2021 public events with more than 250 people in attendance need to have a COVID management plan and COVID safety officer.

Therefore, a multi school event with many parents in attendance such as an inter-school athletics carnival would require a COVID management plan and COVID safety officer.

However, a multi school event with no parents in attendance would not require a COVID management plan and COVID safety officer.

Nor would a GYC vs. Dominic AFL match at Dominic on a Wednesday afternoon with between 10 to 20 parents in attendance - QR code use, COVID signage and hand sanitiser would suffice.

Note the primary task of an event COVID safety officer is to coordinate COVID management resources at events attended by a large number of members of the public. Hence, one is not necessary where there are only a few parents at an event who are quite capable of voluntary compliance.

Further to the above regarding the conduct of an inter school sport event please refer to the SATIS recommendations for management advice. In brief SATIS has issued the following supporting guidance:

- SATIS COVID-19 Safety Plan template - this template has been adopted from the Australian Institute of Sport template and accommodates both a sport and venue plan, for example you can fill out for Basketball and the gymnasium on the one plan. Note that the template requires filling out for Level B and C of the AIS framework, and whilst we may be past Level C when we resume sport, it is prudent in the case of another outbreak we have plans in place for Level B.
- SATIS Return to Sport Guidelines
- SATIS Delegates COVID return to sport checklist - this checklist is a guide to assist you in returning to SATIS sport. It does not need to be returned to SATIS.

Please contact SATIS for the above documents.

There are no restrictions on students participating in a community sport organised by a sport association / federation / league which has recommenced a weekly teams / inter club competition. If a team of students is using the school name and colours has entered one of these

competitions then the school should satisfy itself that the competition is being run in accordance with the association's / federation's / league's COVID-19 management guidelines.

12. School events, celebrations and social events

Major events involving parents

Should a school decide to hold a large event (>250 persons) involving parents / members of the public then it will need to comply with Tasmanian Government's A Framework for COVID-19 Safe Events and Activities in Tasmania.

For administrative purposes schools are advised to restrict attendance at these types of public events to no more than 1000 patrons at any one point in time (as opposed to total attendance) in order for the event to be classified as a level 1 event under the Events Framework- where the school would need to prepare and implement a COVID management plan but is not required to register the event.

If using the Events Framework to manage a major event then please note the following:

- Limit attendance to 1000 people (participants and spectators) at any one point in time
- Specific entry and exit points to facilitate flow of foot traffic and minimise interactions
- Assigned staff/adults are in place to manage associated physical distancing requirements.
- Hygiene and cleaning are requirements in place - such as hand sanitizer available at entry and exit points and signage.
- Adult contact details collected using Check In Tas app
- Align with venue COVID safety plan requirements - if no venue plan, develop a specific event plan

School celebrations

Public Health has developed some clear guidance to allow celebrations and social events to occur on school sites.

These events are permitted but will need to be held in accordance with current Public Health directions. This means that it will be required that these events are undertaken within the venue density requirements of the site on which they are planned to be held.

Dancing will be able to occur, however all events will need to adhere to the requirement to have two separate areas for eating/drinking and dancing.

COVID safe behaviours including hygiene measures and visitor screening will need to be applied to such events.

Celebrations taking place off site will need to comply with the venue's COVID Safety plan.

13. Use of external venues

Schools wishing to use external venues such as indoor sporting facilities and outdoor council operated sports grounds will need to take into account the following:

- Public Health Direction Management of Premises No. 13, 15 May 2021.
- Framework for Rebooting Sport in a COVID-19 Environment, Australian Institute of Sport, 15 May 2020.

14.Cleaning and hygiene

Staff must take personal responsibility for hand hygiene. Of all the COVID-19 cleaning measures hand hygiene is the most effective. A properly disinfected surface or object can only be regarded as free of contamination whilst it has not been touched or coughed upon.

Achieving compliance with CET COVID-19 safety requirements includes:

- Complying with the COVID-19 cleaning and hygiene practices set out in Appendix D.
- Ensuring adequate cleaning / hygiene materials are provided to staff and students.
- Active engagement of all school staff in the maintenance of appropriate cleaning and hygiene standards in the school environment.
- Where necessary, expanding the scope of the services provided by school cleaners.

15.Physical distancing

It is a paramount requirement for all staff and other adults engaged in the conduct of permissible school activities as well as TCEO staff to strive to adhere, where practicable, to physical distancing requirements.

The AHPPC has advised (24 April 2020) that the ‘venue density rule’ is not appropriate or practical in classrooms or corridors, nor is maintaining 1.5m between students. However, it is critical that:

- School staff continue to practice 1.5m physical distancing where practicable amongst each other (such as in staff rooms and offices).
- Schools strive to ensure staff and parents / carers maintain 1.5m separation where practicable.
- Schools deploy signage to encourage appropriate COVID safe behaviour by adults.
- TCEO staff continue to practice 1.5m physical distancing where practicable and the venue density 2m² per person rule (such as in staff rooms and offices).

16.Vulnerable people

Our duty of care requires CET to protect vulnerable persons in the workplace.

WHS regulations require CET to ensure staff who are vulnerable to serious illness if they are infected with COVID-19 to participate in a risk assessment to determine if it is reasonably practicable to manage their risk of infection in a CET workplace.

Unvaccinated CET staff who have any of the health condition(s) or receive any of the medical treatments listed in the risk assessment form in Appendix B or who are aged 70 years and older must, together with their line manager, complete a risk assessment using the form provided in Appendix B and request a medical clearance from their doctor. The completed risk assessment and medical clearance (if provided) must be submitted to the relevant Principal / Director for endorsement and placement on personnel file.

With respect to the attendance of students who are subject to any of the above conditions or treatments there is no formal requirement to obtain a medical clearance. Instead, it is recommended the focus be on seeking the provision of appropriate medical advice in instances where schools are not already aware of the student’s medical condition. Schools are encouraged to work with parents / carers to ensure that appropriate support is provided to meet the students’ needs, taking into account the medical advice that has been provided.

17. Emergency response - COVID-19 infection

CET's response to the identification of confirmed COVID-19 case in a CET workplace will be guided by CET's COVID-19 Response Plan (Appendix E).

18. Communication, instruction and training

Each CET workplace is required to provide information and instruction to people who attend that workplace about how they are to comply with physical distancing, cleaning and hygiene requirements.

To refresh or reaffirm understanding regarding COVID-19 infection control encourage staff to access <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>. This link provides access to a 30-minute video produced by the Australian Department of Health

Comply with communication, instruction and signage requirements detailed in CET's Workplace COVID Safe Checklist – Appendix A.

Please see the signage examples located on the COVID-19 Resources page on your school CETKP site.

19. Monitoring and supervision

Comply with the monitoring and supervision requirements detailed in CET's Workplace COVID Safe Checklist – see Appendix A.

20. Records

Collected contacted details must be kept for 28 days.

Create and securely store records of all COVID-19 related management actions and initiatives undertaken in the workplace. In particular:

- Relevant SOCs
- Workplace newsletters
- Communication to staff and parents
- Health and Safety Committee meeting minutes
- Minutes of staff consultation meetings
- Completed weekly checklists
- All other pertinent records

Appendix A

CET WORKPLACE COVID SAFE CHECKLIST

EXAMPLE ONLY - please use the CETKP Assurance Version. Designated workplace WHS officer to complete monthly

Topic		X	Actions	Close out of action
CET COVID-19 Safety Plan				
Workplace manager e.g. Principal has an up-to-date copy of the CET COVID-19 Safety Plan				
Staff briefed on key requirements of plan				
Workplace entry				
All staff are aware that persons who are unwell or subject to an isolation order are not enter the premises				
Hygiene		X	Actions	Date
Signage is in place to promote the regular washing of hands				
Signage is in place to encourage the avoidance of touching eyes, nose and mouth				
Supervision of infants regarding required hygiene practices				
Canteens are following strict hygiene practices in food preparation				
Cleaning		X	Actions	Date
The school's cleaning procedure includes daily cleaning of high touch surfaces				
Cleaning / disinfecting of frequently used objects such as computers, photocopiers and music equipment				
Cleaning of toilets at the end of each day				
Adequate supply of sanitizer and cleaning products and these products are distributed throughout the school for use by staff and students				
Physical Distancing - Staff		X	Actions	Date

Work arrangements have been adjusted to allow for physical distancing for adults of at least 1.5 metres where practicable				
'Zoom meetings' used when appropriate				
Physical Distancing – Parents/Carers and Visitors		X	Actions	Date
Contact details to be recorded by all adults using the Check In Tas App.				
Signage to encourage adults to maintain physical distancing where practical				
Physical Distancing – Students		X	Actions	Date
Designated space(s) for children to wait for collection if they become unwell with cold or flu-like symptoms				
Responding to a Confirmed or Suspected Case		X	Actions	Date
The leadership team are aware of the processes to be undertaken in the event of a suspected or confirmed case				
Supporting Staff		X	Actions	Date
Public Health and CET advice about COVID-19 communicated to staff				
Staff understand requirements to stay home if they are unwell				
Staff aware of the COVID -19 resources available on CETKP				
Staff aware of different options for wellbeing support including the Employee Assistance Program				
Communication with the Community		X	Actions	Date
Regularly communication with the school community about physical distancing, hygiene practices, changes to school operations etc.				
Parents provided with alternate means on how they can get in touch with the school other than just dropping in				

Workplace WHS officer name:
Signature:

Date of completion:

Appendix B

CET VULNERABLE STAFF RISK ASSESSMENT

To be completed by employee and line manager then endorsed by relevant principal / director

WHS regulations require Catholic Education Tasmania to ensure unvaccinated staff who are vulnerable to serious illness were they to be infected with COVID-19 participate in a risk assessment to determine if it is reasonably practicable to manage their risk of infection in a CET workplace.

At work / want to return to work – Unvaccinated CET staff who have any of the health condition(s) or receive any of the medical treatments listed in the table below or who are aged 70 years and older are considered vulnerable and must, together with their line manager, complete this risk assessment and request a medical clearance from their medical practitioner. The completed risk assessment and medical clearance (if provided) must be submitted to the relevant Principal / Director for endorsement and placement on personnel file.

Not at work / want to work at home – these staff must either (a) provide a medical certificate, where the issuing medical practitioner has made a reasonable assessment of the risk of infection based on extent of COVID-19 infection in the community at the time of issue, which expressly confirms the medical condition(s) and advises against their attendance in their normal CET workplace(s) due to having one or more of the conditions listed in the form below or (b) obtain an exemption from the Executive Director of CET. In obtaining a medical certificate / an exemption the person must provide their medical practitioner / the Executive Director of CET with a completed CET Vulnerable Staff Risk Assessment.

Section 1 - Employee details

Name:

Workplace:

Role:

Contact No:

Section 2 - Employee health details

Confirmation of current status of critical conditions / treatments that increase risks associated with a Covid-19 infection. (Select where applicable)

Vaccination status

70 years of age or over

Chronic health conditions:

1. poorly controlled hypertension

1.

2. have had an organ transplant and are on immune suppressive therapy

2.

3. have had a bone marrow transplant in the last 24 months

3.

4. are on immune suppressive therapy for graft versus host disease

4.

- | | |
|---|------------------------------|
| 5. have blood cancer e.g. leukaemia, lymphoma or myelodysplastic syndrome (diagnosed within the last 5 years) | 5. <input type="checkbox"/> |
| 6. are having chemotherapy or radiotherapy. | 6. <input type="checkbox"/> |
| 7. chronic renal (kidney) failure | 7. <input type="checkbox"/> |
| 8. heart disease (coronary heart disease or failure) | 8. <input type="checkbox"/> |
| 9. chronic lung disease (excludes mild or moderate asthma) | 9. <input type="checkbox"/> |
| 10. a non-haematological cancer (diagnosed in the last 12 months) | 10. <input type="checkbox"/> |
| 11. diabetes | 11. <input type="checkbox"/> |
| 12. severe obesity with a BMI \geq 40 kg/m ² | 12. <input type="checkbox"/> |
| 13. chronic liver disease | 13. <input type="checkbox"/> |
| 14. some neurological conditions (stroke, dementia, other) (speak to your doctor about your risk) | 14. <input type="checkbox"/> |
| 15. some chronic inflammatory conditions and treatments (speak to your doctor about your risk) | 15. <input type="checkbox"/> |
| 16. other primary or acquired immunodeficiency (speak to your doctor about your risk) | 16. <input type="checkbox"/> |
| 17. poorly controlled blood pressure (may increase risk – speak to your doctor) | 17. <input type="checkbox"/> |

Other (Description):

None of the above

Section 3 – Employee confirmations	Yes / No	Comments
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Are you aware of your CET’s personal hygiene and facilities / equipment cleaning requirements?

Are you aware of CET’s workplace exclusion requirements for COVID-19 testing, close contacts and confirmed cases of infection?

Are you aware of CET’s workplace physical distancing requirements for adults?

If unsure of any of the above requirements request a copy of CET’s COVID-19 Safety Plan¹

1 - CET’s COVID-19 Safety Plan – see COVID-19 resources section on CETKP

Section 4 - Line Manager (or Principal)	Yes / No / NA	Comments
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Can the employee’s role be performed in accordance with CET’s workplace physical distancing requirements for adults?

Does the employee's role require situations where close contact with students is unavoidable?

Is it practicable to modify work arrangements to address the potential for breaches of the physical distancing requirements?

Are there operationally effective alternatives for the employee when the risk of infection cannot be adequately mitigated or a medical clearance cannot be obtained?

Section 4 – Employee medical certificate

Did you provide this risk assessment to your medical practitioner when requesting a medical clearance / certificate? (ensure you attach clearance / certificate)

Section 5 - Comments – any other relevant information

Section 7 – Signing authorities

	Full Name	Signature	Date
Employee:			
Line Manager			
Principal / Director:			

Section 8 - Checklist

- All sections completed
- Vaccination certificate
- Medical clearance / certificate attached
- Authorised copy placed on personnel file

Appendix C

COVID-19 / FLU / COLD SYMPTOMS & NON-CONTACT INFRARED THERMOMETER USE



Australian Government

Coronavirus
(COVID-19)

COVID-19: IDENTIFYING THE SYMPTOMS

SYMPTOMS	COVID-19	COLD	FLU
	Symptoms range from mild to severe	Gradual onset of symptoms	Abrupt onset of symptoms
Fever 	Common	Rare	Common
Cough 	Common	Common	Common
Sore Throat 	Sometimes	Common	Common
Shortness of Breath 	Sometimes	No	No
Fatigue 	Sometimes	Sometimes	Common
Aches & Pains 	Sometimes	No	Common
Headaches 	Sometimes	Common	Common
Runny or Stuffy Nose 	Sometimes	Common	Sometimes
Diarrhea 	Rare	No	Sometimes, especially for children
Sneezing 	No	Common	No

Adapted from material produced by WHO, Centers for Disease Control and Prevention.

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe.

TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY

For more information about **Coronavirus (COVID-19)** visit [health.gov.au](https://www.health.gov.au)

Your school has been provided with an infrared thermometer(s) to be used to check the temperature of staff, students or others on the site who may be displaying symptoms consistent with COVID-19 / influenza - please see attached Australian Government guideline regarding COVID-19 / flu / cold symptoms.

Schools should not conduct wide-scale temperature screening of students or staff as there is limited evidence to demonstrate the value of such checks.

Infrared thermometer instructions

Please read the operating manual provided for full instructions.

Operating procedure:

- To turn the thermometer on press the “Measure” button. 
- Press the mode (M) button to select mode (adult, infant or object). Note ear mode will automatically come on when the probe cover is removed but use of the thermometer in this mode is not recommended in the school setting as it is not a non-contact method.
- Before using the thermometer ensure the forehead is free from dirt, sweat and hair.
- Point the thermometer at the middle of the forehead, with a distance of 1-3 cm.
- Press the measure button for 1 second and then release.
- The temperature will be displayed on the screen, with a coloured background – green – no fever, orange – low fever, red – probable high fever.

Notes:

- A forehead measurement is an indicative reading. The measured forehead temperature is generally 0.5°C lower than the actual body temperature.
- A child’s normal temperature can range from 35.5°C to 37.5°C.
- The thermometer should be stored at room temperature.
- Do not hold the thermometer for long periods as it is very sensitive to ambient temperature.
- Wait at least 10 seconds between each measurement.
- Do not use in a drafty/windy area.
- The unit will turn off automatically after 10 seconds.
- The probe can be cleaned with an alcohol wipe.

Appendix D

CLEANING AND HYGIENE

Cleaning:

- Clean at least daily shared¹ electronic equipment e.g. iPads, touch screens, etc. Refer to manufacturer's recommendations or if no manufacturers recommendations use isopropyl alcohol-based preparations with non-electrostatic wipes suitable for electronic equipment.
- Clean + disinfect at least daily¹ frequently used high-touch surfaces such as benchtops, doorknobs, taps, and hand rails with a detergent solution or detergent/disinfectant wipes.
- Clean toilets at least daily¹.

1 - Safe Work Australia 30 April 2020.

Hygiene:

- Wash hands with soap and water for 20 seconds or use hand sanitiser, when entering school, and at regular intervals throughout the day:
 - particularly before and after eating, and after going to the toilet
 - for younger students, this may include having a regular handwashing schedule
- Cover coughs and sneezes with one's elbow or a tissue.
- Avoid touching one's eyes, nose and mouth.
- Do not permit sharing food or drink.
- Close communal water fountains/bubblers.
- Promote strictest hygiene amongst food preparation (canteen) staff and their close contacts

Hand sanitiser advice

To reduce the risk associated with alcohol-based sanitisers, it is advised that if given the option, you should always wash your hands with soap and water versus using hand sanitiser. It's not only safer but if done correctly for at least twenty seconds it is much more effective in controlling COVID-19.

If using alcohol-based hand sanitiser the following precautions should be undertaken:

- Remember that alcohol-base hand sanitiser is flammable and should be handled with caution.
- Do not apply excessive amounts of sanitiser
- Do not use near any ignition sources when you apply hand sanitiser.
- Ensure storage of flammable liquids in a safe manner and maintain methods for quick exits in case of fire.

Kindergarten:

With respect to COVID-19 cleaning and hygiene practices in a kindergarten setting, kindergarten staff are advised to prioritise their personal hygiene and to implement the required cleaning and hygiene practices with respect to cleaning of surfaces and hygiene of students where practical.

Playgrounds / Sporting Equipment:

Use of play / sport equipment by children in a school setting is unlikely to appreciably increase the risk of exposure to COVID-19. Schools that allow access to play / school provided sport equipment should implement the following precautions:

- Ensuring children wash their hands in soap and water (or apply alcohol-based hand sanitiser) before and after using play / school provided sport equipment. Signage should be displayed reminding children to wash/sanitise hands.

Buses:

Buses used to bring students to and from school must be cleaned twice per day using a commercial-grade pH neutral detergent (not acid or alkaline)

- Cleaning to take place after the AM and PM services and to focus on high volume touchpoints, such as handrails
- Records must be taken each time bus is cleaned

Note: There is no requirement for additional cleaning of bus exteriors

Library Books:

There is currently no evidence of transmission of COVID-19 through books/paper. Therefore, schools are permitted to allow the borrowing of library books.

Public Health advises that there is no longer a requirement for schools to quarantine or wipe down books or materials that have come in from off site.

Science classes:

Handwashing before and after practical work.

Maintain current procedures regarding equipment and hand wash facilities. Wash in soap or detergent hard materials such as safety glasses between each use. Follow standard washing protocols for protective clothing such as lab coats. The risk of transmission from fabric/clothing is very low.

Musical instruments:

General - please note: brass and woodwind instruments (including recorders) should not be shared. Disinfectants do not remove dirt, so mouthpieces and instruments must be cleaned thoroughly before using such products.

Instrument Hygiene

Washing your hands before and after using an instrument is a critical first step to instrument hygiene. Basic soap and water can also be highly effective in reducing the number of harmful bacteria and viruses on instruments simply by carrying away the dirt and oil that they stick to. Individuals can maintain the overall cleanliness of an instrument via the use of cleaning rods, cotton sticks, mouthpiece brushes, etc., use of these items is necessary to prevent build-up of residue within the instrument. These pieces of equipment should be single use, or specific to the instrument designated to the individual.

Certain cleaning products that can be used on the mouthpiece should not be used around the pads associated with a woodwind instrument's keys (e.g. flute, clarinet, saxophone, etc.).

For additional guidance please refer to the Cleaning Guideline located on the COVID-19 Resources page on your school CETKP site.

Appendix E



Catholic
Education
Tasmania

COVID-19 RESPONSE PLAN

5 August 2020

Version 1

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1. Summary

Should a confirmed COVID-19 case be identified in a Catholic Education Tasmania (CET) workplace then it must be reported immediately to Mr Seán Gill, Deputy Executive Director. In these circumstances, the Tasmanian Catholic Education Office (TCEO) will, if requested by the Director of Public Health, close the relevant workplace. It is expected such closures would be for at least 48 hours to allow cleaning and for Public Health to trace who has been in close contact with the infected person(s). It is reasonable to anticipate identified close contacts would be directed by Public Health to self-isolate for 14 days in order to ascertain if they are infected with COVID-19. Once contact tracing has been completed, the self-isolation of close contacts has commenced and workplace cleaning completed it is anticipated that the workplace would reopen.

2. Introduction

CET has implemented a comprehensive COVID-19 management regime across its workplaces i.e. TCEO offices, schools and colleges. From time to time, this regime is subject to adjustment in line with changing government advice and requirements.

CET's COVID-19 management regime is documented in relevant School Office Circulars, CET's COVID-19 Safety Plan and this document – CET's COVID-19 Response Plan.

The purpose of this plan is to document the activities that the TCEO and the COVID-19 impacted CET workplace(s) will undertake in responding to a case(s) of COVID-19 occurring in that workplace(s).

Key CET COVID-19 case response objectives are to:

- prevent the further spread of COVID-19 within a CET workplace and the community; and
- remediate the workplace to enable the resumption normal operations.

The implementation of response measures will be scaled according to the level of COVID-19 transmission risk and the availability of resources. This will be done in close collaboration with Public Health and other key stakeholders.

Until such time as the threat of serious illness arising from COVID-19 infection to vulnerable populations in our community is eradicated CET will be required to maintain a range of COVID-19 management measures in its workplaces.

3. Application

This plan applies to all CET workplaces including TCEO offices, schools and colleges.

4. Workplace Response to a Confirmed Case

The response of the workplace manager e.g. the principal of a CET school, when informed of a confirmed COVID-19 case within their workplace will be guided by the following steps:

1. If the confirmed case is a member of staff / student, immediately isolate them from others.
2. If the confirmed case is not a member of staff / student, direct the person to leave the workplace immediately and isolate at home.
3. Report confirmed case to Mr Seán Gill, Deputy Executive Director who is the designated CET Incident Coordinator for COVID-19 incidents. See Appendix A – TCEO COVID-19 Incident Response Team.
4. Prepare a list of close contacts, together with their contact details, of the confirmed case and submit to Incident Coordinator asap.
At a school, this could mean the whole year level and associated staff.
5. Prepare for workplace closure.
Schools* - be ready to contact parents / carers, bus operators etc., should the Incident Coordinator direct the school to close.
6. Suspend normal operations / close the workplace as directed by the Incident Controller on advice from Public Health#.
Schools - do not treat closure as an emergency evacuation. It may take the whole of the school day and include the use of normal bus services to clear the school of students. Student safety is a paramount consideration when overseeing the closure of the school.
7. Contribute / participate in the TCEO incident response team. See Appendix A – TCEO COVID-19 Incident Response Team.
8. In consultation with Incident Coordinator, develop and circulate status reports and situation updates to inform, in a timely manner, staff, students, families and other key stakeholders of the situation as it unfolds. For guidance refer to Appendix B - Communications.
9. In consultation with the Incident Coordinator, implement enhanced cleaning as per Appendix C - Cleaning and Disinfection following a Confirmed Case.
10. Inform close contacts of the requirement to quarantine for 14 days.
11. Be available to contribute to a Public Health outbreak management team.

* Principals – for further details regarding possible actions in response to a confirmed case at a CET school see Appendix D – School Responses.

#Full workplace close may not be required in some circumstances. The extent of closure will depend on factors such as the size of the workplace, nature of the work, number of people and potential areas of contamination.

5. TCEO Response to a Confirmed Case

The response of the designated TCEO COVID-19 Incident Coordinator (Mr Seán Gill, Deputy Executive Director) when informed of a confirmed COVID-19 case within a CET workplace will be guided by the following steps:

1. Upon being informed by a CET workplace manager of the presence of a confirmed COVID-19 case ensure that the workplace manager has immediately isolated the confirmed case from others.
2. If the confirmed case is not a member of staff / student ensure that the workplace manager has either directed the confirmed case to leave the workplace immediately and isolate at home or taken steps to ensure confirmed case does not enter the workplace.
3. Contact Public Health (1800 761 738) and seek advice / direction.
4. Convene TCEO incident response team. Refer to Appendix A - TCEO COVID-19 Incident Response Team.
5. Obtain, from the impacted workplace, a list of close contacts, together with their contact details, of the confirmed case.
6. Provide, as requested, information to Public Health. Refer to Appendix B – Communications.
7. In consultation with Public Health and the relevant workplace manager, develop and communicate status reports and situation updates, as required, to inform staff, students, families and other key stakeholders of the situation. For guidance refer to Appendix B - Communications.
8. In consultation with Public Health and the relevant workplace manager, implement control measures as outlined in Appendices C & D.
9. Be available to contribute to a Public Health outbreak management team.

The TCEO COVID-19 Incident Coordinator should also ensure the maintenance of an adequate response capability as outlined in Appendix E – Response Preparations

6. Other CET Workplaces

Given the probability of community transmission being responsible for the occurrence of a confirmed case of COVID-19 infection in a CET workplace it is reasonable to expect that the Tasmanian Government would adjust its COVID-19 management requirements to reduce the likelihood of further community transmission.

In addition to the ongoing requirements of CET's COVID-19 Safety Plan, CET workplaces particularly schools should expect to be required by Public Health to apply the additional measures such as:

Activity Cancellation

- Assemblies
- School performances involving an audience e.g. musicals, plays
- Non-course work exclusions
- Incursions (CET employees are exempt but limited where practicable)
- Inter school events and competitions
- Sports carnivals
- Camps
- Learn to Swim
- Interstate and overseas travel
- Work experience
- One day schooling
- Socials/discos
- Formals / leavers dinners
- Presentation nights
- Fairs
- Open days
- Parent teacher evenings (face to face)
- School advisory board meetings (face to face)
- Parents and friends' meetings (face to face)
- Setup for Success events
- Attendance at off-site professional learning (PL) and network meetings.

Working from Home

Should CET be required to close a CET workplace, some staff may be directed to work from home.

In order to effectively support staff working from home, working from home is to be managed in accordance with CET's Working from Home Guideline.

The primary objective of the Working from Home Guideline is to ensure worker safety whilst working from home.

Workplace managers will discuss the viability of working from home with relevant staff. Should staff have their line manager's support to work from home then they are required to complete the Working from Home Checklist (if have not already done so) and return it their line manager prior to commencing working from home.

Appendix A - TCEO COVID-19 Incident Response Team

Role/Function	Responsibility	Responsibilities
Case response coordination	CET Incident Controller - Deputy Executive Director	<ul style="list-style-type: none"> Lead the TCEO's COVID-19 incident response team. Lead and coordinate activities required within the workplace to contain the spread of infection. Participate in the Public Health Outbreak Management Team. Liaise with key stakeholders. Identify and manage enterprise risks arising from the incident.
Planning	Manager RWC	<ul style="list-style-type: none"> Liaise with Public Health regarding infection prevention and control measures. Develop and adjust plans.
Infection prevention and control coordination	Workplace manager e.g. Principal	<ul style="list-style-type: none"> Comply with CET's COVID-19 Safety Plan. Ensure adequate supplies of PPE and cleaning products. Ensure staff understand and apply required infection prevention and control precautions as directed by Public Health. Ensure cleaning staff are kept informed about enhanced cleaning measures and infection prevention and control measures. Oversee cleaning activities; hire additional cleaners as required. Monitor and maintain resources, e.g. hand sanitiser and disposable tissues. Display COVID-19 signage.
Information management	Senior WHS Officer	<ul style="list-style-type: none"> Collect and collate data to help control the outbreak e.g. number of people in the workplace, number of symptomatic people, number of people in the workplace waiting for test results. Provide daily reports for the CET Incident Response Team and other key stakeholders as requested.
Communications	Regional Director	<ul style="list-style-type: none"> Internal communications. Stakeholder communications. Media and public communications.

Staff management	Director People and Culture	<ul style="list-style-type: none"> • COVID-19 leave. • Leave provisions. • Working from home.
Administration support	Directorate	<ul style="list-style-type: none"> • Organise Incident Response Team meetings. • Record and distribute minutes of meetings.

Appendix B - Communications

For consistency and accuracy of messages, and as part of the coordinated response, communications activities will be coordinated through the TCEO COVID-19 Incident Response Team in-conjunction with Public Health.

Key stakeholder	What they need to know	Method of communication
Public Health	<ul style="list-style-type: none"> • COVID-19 management risks specific to the workplace. • Names and contact details of close contacts of the confirmed case. • Workplace description (location, business activities, number of staff/students) • Site plan. • Copies of CET's COVID-19 Safety Plan and COVID-19 Case Response Plan 	<ul style="list-style-type: none"> • Email • Telephone • Meetings
Students	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • Contact tracing process • Cleaning arrangements • Access to wellbeing support 	<ul style="list-style-type: none"> • Meetings • Newsletter • Text Messages • Social media • Signage
Staff	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • Contact tracing process • Cleaning arrangements • Access to wellbeing support EAP • Membership of the TCEO incident response team • Arrangements for accessing leave for quarantine and isolation • Expectations about not attending work if sick • Changes to staffing/rostering arrangements • Arrangements to support staff health and wellbeing 	<ul style="list-style-type: none"> • Staff Office Circulars • Meetings • Staff Newsletter • Text Messages • Workplace Intranet • Signage
School community	<ul style="list-style-type: none"> • Level of risk, number and location of cases linked to an outbreak • The importance of hand hygiene, respiratory etiquette and physical distancing measures • Changes to policies and procedures; infection control measures being implemented, including changed arrangements for accessing the workplace 	<ul style="list-style-type: none"> • Meetings • Newsletter • Text Messages • Social media

		<ul style="list-style-type: none"> • Signage
Parents and carers	School / college access restrictions	<ul style="list-style-type: none"> • Workplace signage • Internet • Text / email • Social media
Visitors	School / college access restrictions	<ul style="list-style-type: none"> • Workplace signage • Internet • Text / email
Contractors	School / college access restrictions	<ul style="list-style-type: none"> • Workplace signage • Internet • Text / email
Worksafe Tasmania	<ul style="list-style-type: none"> • Cases in staff where incident notification is required under <i>Work Health and Safety Regulations 2012 – Reg 699</i>. 	<ul style="list-style-type: none"> • Phone • Completion of Notifiable Incident Report Form

Key Regulator Responsibilities

Regulator	Role for outbreak management
Public Health	<ul style="list-style-type: none"> • Notifies CET when a confirmed case is associated with a workplace. • Leads the COVID-19 case management response. • Provides specific infection prevention and control advice for the case management response. • Leads contact tracing (identifying persons in close contact with the confirmed case during their infectious period). • Activates and leads the outbreak management coordination team. • Determines when the outbreak is over.
Worksafe Tasmania	<ul style="list-style-type: none"> • Advises of safe work practices, including the potential need to close a workplace from a workplace safety perspective.

Appendix C - Cleaning and Disinfection Following a Confirmed Case

Background

COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes. A person can acquire COVID-19 inhaling these droplets or, less commonly, by touching a surface or object that has the virus on it and then touching their own mouth, nose or eyes.

Following a confirmed case of COVID-19, thorough cleaning and disinfection of suspected contaminated surfaces is needed to remove the virus.

Public Health and WorkSafe Tasmania will provide advice about cleaning and disinfection following a confirmed case of COVID-19.

Cleaning and Disinfection

For instructions for cleaning and disinfection generally, refer to [COVID-19 Information for workplaces – cleaning](#) (Safe Work Australia) and [Information about routine environmental cleaning and disinfection in the community](#) (Australian Government Department of Health).

Cleaning and disinfection for non-health care settings follows the same principles as routine cleaning and disinfection, except:

- Cleaning staff should wear disposable gloves, a long-sleeved gown and a surgical mask plus eye protection or a face shield while cleaning and disinfecting.
- Cleaners should be trained in putting on and removing personal protective equipment (PPE).
- Areas may need to be prepared to ensure proper cleaning and disinfection (e.g. removing personal effects).
- Soft or porous surfaces may need additional attention (e.g. steam-cleaning or laundering of fabric).

Appendix D – School Responses

Further to the steps set out in Section 4 Workplace Response to a Confirmed Case the sequencing of actions at a school may look like the following scenarios:

Confirmed Case at a School

1. Informed of a confirmed case, principal to advise TCEO.
2. TCEO COVID-19 Incident Response Coordinator to discuss school closure option with Public Health – Deputy Director Dr Scott McKeown.
3. TCEO COVID-19 Incident Response Coordinator will make decision on school closure.
4. Principal to plan for school closure for up to 3 scheduled working days unless specifically advised by Public Health there is no need to close.

Closure will support Public Health tracing of contacts as well as school-based actions such as cleaning and communications to parents.

5. TCEO COVID-19 Incident Response Coordinator to manage communications with other CET principals and Public Health.
6. Principal:
 - Responsible for communications with school community.
 - Arranges cleaning of site, in line with Public Health directions.
 - Provides updates to TCEO Incident Response Team.
 - Adjust service delivery as needed.
 - Updates staff and students / families on re-opening details.
 - Update staff on relevant leave administration actions.
7. TCEO COVID-19 Incident Response Team, as advised by Public Health, supports principal to re-open site.
8. Site operations resume, with some, as identified by contact tracing, staff/students/families in isolation/other medical care
9. TCEO COVID-19 Incident Response Team and Principal:
 - Monitor return of staff/student/family – may occur in line with 14-day isolation period.
 - Communicates at site level as needed.
 - Finalise records – student absence reporting, staff leave approvals etc.

Multiple School Closures

Meaning - closure of multiple schools as directed by Public Health for a defined period(s) of time in excess of a temporary school closure for cleaning i.e. >3 scheduled work days:

1. Anticipate Public Health will provide initial verbal direction to TCEO followed by a written direction regarding multiple closure requirements. Also anticipate Public Health will

define a specified period of time for closures, which may be subject to review and extension.

2. Once Public Health directs the closure of particular schools, the TCEO will immediately convene COVID-19 Incident Response Team.
3. TCEO COVID-19 Incident Response Team to determine required actions, based on these considerations:
 - Schools to be closed.
 - Closure period – first work day to last work day for each site.
 - If closed schools can be used by staff during closure period.
 - At what point do closed schools need to be cleaned for COVID-19 purposes e.g. immediately and again prior to resumption of staff / student attendance.
 - What learning programs can be delivered to affected students.
 - If supervision is to be provided to any particular groups.
 - Identify the stakeholder groups on-site and off-site and allocate responsibility for communications with each group.
 - Provide advice to staff regarding what work can be done off-site if needed (or at another school which is not closed).
4. TCEO COVID-19 Incident Response Team to clarify key staff and/or processes dependencies and arrange adequate coverage in 2-week periods (or other agreed period).
5. TCEO COVID-19 Incident Response Team to define next steps:
 - Implement communications.
 - Action closures with principals.
 - Implement continuity measures.
 - Manage issues arising.
 - Monitor closure periods and plan resumption of scheduled services (progressive or all inclusive) and supporting communications, cleaning requirements etc.

Appendix E - Response Preparations

Responsible	Action
People and Culture Directorate – Marketing and Communications Risk, WHS & Compliance	Resolve staffing administration – clarify leave provisions. Prepare scripts e.g. social media, web page and intranet posts; school letter scripts, advice for staff regarding school closures. Planning and preparedness for school closure under direction from Public Health.
Leadership Team	Continuity Planning: <ul style="list-style-type: none">• Identify key personnel and processes that are critical for CET functioning.• Identify possible teams to manage critical processes.• Identify current CET priorities that can be deferred if COVID-19 impacts escalate.
Principals	Review cleaning contracts in anticipation of needing to undertake cleaning following positive COVID-19 case <ul style="list-style-type: none">• What do existing contracts provide for – are variations needed.• Facilities may be able to assist with information about additional contract cleaners.
Corporate Services	<ul style="list-style-type: none">• Clarify cost impacts.
Risk, WHS & Compliance	Liaise with Public Health on: <ul style="list-style-type: none">• Immediate action on receipt of positive result e.g. should affected groups be moved etc.• Immediacy for school closures – noting duty of care.• Cleaning at sites<ul style="list-style-type: none">- What is required – what to clean, cleaning method or agents/supplies.- Public Health inspection after cleaning.- Can the site be used again for other than scheduled services e.g. can teachers who are not home isolated go to the school to do work/collect resources etc.• Can staff who work at multiple sites, once cleared of home isolation requirements i.e. not needed, be able to continue working at other schools.• Will evidence of medical clearance be provided for completed tests, completed home isolation periods.
ICT with support from Learning and Teaching	<ul style="list-style-type: none">• Develop options and priorities for on-line delivery of learning programs

